

OL Files

SECRET**ROUTING AND RECORD SHEET****SUBJECT: (Optional)**

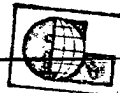
Electronic Records Control Schedule for OL ADP Systems

FRC

EXTENSION

NO.

OL-4050-88



C/IMSS/OL

DATE

21 April 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/P&TS/OL

2. C/PMS/OL

3. C/SS/OL

4. C/FMD/OL
3E14 Hqs5. C/P&PD/OL
158 P&P Bldg

6. C/RECD/OL

7. C/SD/OL

8.

9.

10.

11.

12.

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14.

15.

SECRET

MEMORANDUM FOR: Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

STAT

FROM:

Chief, Information and Management Support
Staff, OL

SUBJECT:

Electronic Records Control Schedule for
OL ADP Systems

1. The Office of Logistics, with the assistance of Information Resources Management Division (IRMD), OIT, has been diligently developing an electronic records control schedule for OL's ADP Systems. The records control schedule consists of a descriptive list of all ADP systems and includes disposition instructions for all input data, all documents created by the system, and all tapes maintained by OIT.

2. To this end, your portion of OL's electronic records control schedule is attached for your final concurrence. It is important to note that during this effort each of the items in the records schedule were verified by members of your staff that use the system on a daily basis. It is possible that some slight changes may have been made to your systems in the interim and that you may have to update some parts of your portion of the systems in the records schedule as applicable.

3. Following your concurrence, the records control schedule will be submitted to the Director of Logistics for approval, and then submitted to the National Archives and Records Administration (NARA), for final approval by the Archivist of the United States. OL must then strictly adhere to the specific stipulations of the electronic records control schedule as submitted and approved by NARA.

Unclassified When Separated
From Attachment

OL-4050-88



SECRET

SUBJECT: Electronic Records Control Schedule for OL ADP Systems

4. Therefore, it is requested that you return your attached electronic records control schedule to OL/IMSS/IMO, with your concurrence and comments, by 22 May 1988.

STAT
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5. If you have any questions, please call
OL/IMSS on

STAT
6. For your information, a representative from IRMD/OIT, will brief the OL ADP Task Force on 25 April 1988, and each member of the Task Force will also be asked to respond to OL/IMSS/RMO with their comments regarding the electronic records control schedule.

Attachment:
As Stated

SUBJECT: Electronic Records Control Schedule for OL ADP Systems

Distribution:

- 1 - Addressees w/a
- ✓1 - OL Files w/o a
- 1 - OL Reader w/o a
- 1 - IMSS Official w/o a
- 1 - IMSS Chrono w/o a

25X1 OL/IMSS/MN:bp (20Apr88)